

**CLASSIFICATION:** MICROBIOLOGIST III

**Class Code:** 6237-26

**Date Established:** 11-21-01

**Occupational Code:** 7-6-4

**Date of Last Revision:** 09-02-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To coordinate the daily operations of a laboratory specialty, perform a variety of complex microbiological laboratory functions and recommend modification in procedures to improve workflow and quality of test results.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Conducts and interprets complex microbiological tests on human, animal and environmental specimens and reports results to health care and public health professionals to assist in protecting public health.
- Supervises and schedules staff assigned to a laboratory unit or performing special laboratory functions, to assure effective and efficient operations.
- Independently reports results, enters test results and quality control data into Laboratory Information Tracking System, reviews data and corrects inaccuracies, queries database, and prepares statistical reports.
- Conducts, documents and evaluates quality control measures of test results, and assures compliance with federal regulations.
- Drafts laboratory procedures and makes recommendations for changes in methodology to assure effective workflow.
- Operates, maintains and troubleshoots highly complex laboratory equipment.
- Oversees laboratory projects such as evaluating new procedures or chairing a taskforce as assigned, and actively participates on laboratory committees.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also

requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a minimum of thirty-six (36) credits in the field of microbiology, medical technology, the biological sciences, the health sciences, or the health professions. Each additional year of approved formal education may be substituted for one year of required work experience. Professional certification in the specialty of microbiology maybe substituted for one year of required work experience.

#### **Experience:**

For Dept. of Health and Human Services only: Four years' experience in a microbiological, clinical, or public health laboratory performing clinical microbiology procedures.

For Dept. of Environmental Services positions only: Four years' experience in a microbiological or environmental laboratory performing microbiological procedures, with one year in a supervisory level position.

Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** For Dept. of Health and Human Services positions only: Applicants must meet certification requirements of the Centers for Medicare and Medicaid Services for Clinical Laboratory Personnel (CLIA '88).

#### **SPECIAL REQUIREMENTS:**

##### (DEPT. OF HEALTH AND HUMAN SERVICES ONLY:

1. Must demonstrate successful completion of basic Core Training and Intermediate Training or their equivalent plus Advanced Level Training specialized to job function or its equivalent.
2. Must receive satisfactory performance evaluation and performance based recommendation from Supervisors and Laboratory Administrator.
3. Understands the public health mission and works flexible hours when required.
4. Understands and adheres to strict laboratory safety protocols, undergoes diagnostic testing and receives vaccines where appropriate to provide for personal safety.
5. Must wear personal protective equipment that may cause discomfort.

**SPECIAL QUALIFICATIONS (ALL POSITIONS):** Must be able to rotate among testing areas according to workload needs. Visual deficiencies must not interfere with ability to perform laboratory analyses. Superior manual dexterity and coordination required. Must be willing and able to handle unpleasant and/or hazardous specimens such as feces, sputum, blood, vomitus, urine, brain tissue, shellfish meats, septage, and samples that are known to or may contain infectious organisms and/or toxic chemicals such as carcinogens. Must be willing to receive Hepatitis B or other vaccines if applicable to position. For Dept. of Health and Human Services positions, physical condition must allow for the administration of vaccines and/or necessary diagnostics tests.

**RECOMMENDED WORK TRAITS:** Knowledge of the principles, practices and application of microbiological analysis. Knowledge of college level mathematics. Knowledge of the principles and methods of quality control. Knowledge of the principles and practices of supervision. Skill in evaluating and analyzing scientific microbiological data. Skill in the use and care of laboratory equipment and materials. Ability to supervise staff and to provide project oversight. Ability to query and interpret data from computer sources and familiarity with computer systems. Ability to implement, document and evaluate quality control measures. Ability to evaluate and recommend changes to established procedures and to develop new procedural guidelines. Ability to communicate effectively both orally and in writing. Ability to report the results of laboratory tests clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with departmental employees, physicians and other health care providers, local police, legal personnel and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.